

This form is only available from the
CCAP system used by the circuit courts.

In the Matter of Ward Name

**Notice to Make
Annual Filing
(Guardianship)**

Case No.: 2003GN123456

GUARDIAN NAME
SECONDARY ADDRESS
PRIMARY ADDRESS
CITY WI 54321☒ **GUARDIAN OF THE PERSON**

Please complete the enclosed Annual Report of Guardian, and file with the court by: **REPORT DUE DATE**
You must also send a copy of this report to the board or agency designated by the county.

☒ **GUARDIAN OF ESTATE/CONSERVATOR**

Please complete the enclosed Account of Guardian/Conservator, and file with the court by: **ACCOUNT DUE DATE**

To complete this account, this is what you must do:

- The beginning balance prints on Line 1 of the Summary on the enclosed form, based on the ending "balance on hand" from the last Account of Guardian/Conservator. (If the guardianship was created in the last calendar year, your starting balance is the Inventory total.)
- On Schedule A, itemize all assets or income received during the period. This total should be transferred to Line 2 of the Summary. Add this amount to Line 1, and print the total on Line 3.
- On Schedule B, itemize all disbursements, distributions and losses incurred during the period. This total should be transferred to Line 4 of the Summary. Subtract this amount from the total on Line 3. The resulting balance should be inserted on Line 5. This is the **Ending Balance (Total Assets on Hand) at the end of the accounting period.**
- On Schedule C, itemize the assets in the estate. The **Grand Total** must match Line 5 of the Summary. This is the **Ending Balance (Total Assets on Hand) at the end of the accounting period.**
- Sign the annual account before a notary public.
- Show all securities, evidences of deposit (passbooks, CD's, etc.) and investments to a Register in Probate or another person authorized by the court. Request that the authorized person sign the **Display and Verification of Assets** on the Account of Guardian/Conservator form.

Note: GN-2023 Annual Report of Guardian and GN-2024 Account of Guardian/Conservator are also available in computer fillable format from the court website at http://www.wicourts.gov/circuit/advance_search.asp
Please complete all available fields and print the completed form.

Send the completed form to:Register in Probate Name
Location Name
Secondary Address
Primary Address
City WI 54321
123-456-7890 Ext: 9999